

As a general good practice here is a useful documentation checklist that can help you with manage your E-rate Documentation files.

Suggested E-rate Documentation Requirement	Completed
I. TECHNOLOGY PLAN (See http://www.sl.universalservice.org/apply/step2.asp for SLD E-rate tech plan criteria and http://www.cde.ca.gov/ctl/edtechplan/index.html for a downloadable copy of the Education Technology Planning Guide: A Guide for School Districts).	
The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;	
The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;	
The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;	
The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy; and	
The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.	
II. Program Compliance	
If receiving discounted services from the service provider, maintain copies of the following: <ul style="list-style-type: none"> ○ Vendor invoice or reconciliation worksheet (supported by vendor invoices) supporting billing/payment for the undiscounted portion of the E-rate expenditure. ○ Proof of payment for the undiscounted portion (e.g., cancelled check) ○ Supporting documentation sufficient to evidence that what was approved per the Funding Commitment Letter was actually procured. If feasible and obtainable, copies of the invoice submitted by the service provider to the Schools and Libraries Division and supporting invoice or reconciliation worksheet (obtained from the service provider) supporting the E-rate reimbursement for the beneficiary. 	
For each Billed Entity Applicant Reimbursement ("BEAR") form submitted to and reimbursed by SLD, maintain copies of the following: <ul style="list-style-type: none"> ○ Vendor invoice or reconciliation worksheet supporting the claim submitted to SLD. ○ Proof of payment (e.g., cancelled check) for the total E-rate eligible amount (discounted and non-discounted portion) paid to the service provider. ○ Documentation verifying reimbursements as a result of the BEAR form have been received from the service provider and deposited (i.e., copy of remittance advice or vendor payment, bank statements, etc.). ○ Copies of any written communication with the vendor concerning attempts to get reimbursements. 	

Reconciliation of the discounted (based upon the approved percentage per the Funding Commitment Decision Letter) and non-discounted portion equal to 100% of the E-Rate eligible and funded equipment and/or services cost.	
If E-rate eligible service and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support for the allocation of E-rate eligible amounts and reconciliation of that total to the total amount billed to the beneficiary by the service provider.	
If E-rate eligible services or equipment provided by a single service provider are allocated to multiple units (schools or libraries), support for the allocation reconciled to the amounts and locations identified in the approved Application (Form 471).	
For internal connections equipment purchased with E-rate funds maintain: <ul style="list-style-type: none"> ○ An Asset Register or other appropriate asset listing which documents the make, model serial number, purchase date and specific location of each item of E-rate funded equipment. ○ A Replacement Log reflecting the replacement or upgrading of any E-rate funded equipment. 	
Proof that all E-rate funded internal connections have been received and installed by the cut-off date (i.e., service provider sign-off, dated test results, etc.).	
Proof that E-Rate funded services were provided within the allowable contract period/Funding Year.	
III. Contracts	
Copies of all signed and executed contracts related to E-rate eligible and funded equipment or services, identifying the contract term (start and end dates) and signed and dated by both parties (beneficiary and service provider).	
Notice of Award for all (E-rate eligible and funded) Contracts.	
Copies of all bids received and documentation supporting the award decision.	
Documented bidding policies and procedures and evidence of compliance with state and local procurement/bid requirements.	
Copies of all change orders or documentation of verbal change orders.	
IV. Other	
All correspondence with SLD or service providers relating to funding (including copies of the Application and other documentation submitted as part of the funding process) and funding reimbursement.	
Documented policies and procedures governing the Application and E-rate funded procurement, expenditure and reimbursement processes.	
Detailed listing by Funding Year, of all E-rate funded equipment and services provided by item, description of equipment or service, cost and location (see also item III. 6.).	
Proof of notification and refund of any amounts due back to the SLD as a result of identified over-claims, errors resulting in over-payments or any other situation in which funds are required to be returned.	